

Completing a CARS Rebate Application

Scope

This procedure covers how to:

- register in the CARS system,
- logon to CARS, and
- complete and submit an invoice.

This procedure does not cover how to access the CARS system. That information is provided in a letter mailed to each dealership.

Policy

Supporting Documentation is required to be provided to the CARS program when the invoice is submitted. These are to be provided in electronic format as Adobe Acrobat Reader Files – PDF or Image files – PDF, TIF or JPG.

- Trade-in Official Title (Front and Back),
- Trade-in Proof of Insurance,
- Trade-In Registration,
- Purchaser Identification (individual(s) or business),
- Co-Purchaser Identification (combine with purchaser),
- Deal Sheet and Buyers Certification,
- Manufacture Certificate of Origin (or Statement of Origin),
- Purchaser Survey (optional),
- Fuel Economy.gov Side-by-Side Comparison,
- Certification from Disposal (or Transfer Entity).

Pop-up Blockers will interfere with the CARS system. Please turn off any active pop-up blockers in your web browser before proceeding to registration.

Do not use your **Browser Back Button** or **Browser Forward Button** in the CARS system to navigate to another screen. Instead, use provided links on each screen to navigate within the CARS system.

The **System Navigation instructions** are the instructions for navigating to a screen within the CARS system. Sometimes these instructions are contained in a System Box. Sometimes they are used in the task instructions. The key to the navigation instructions is:

- **N = Navigate to,**
- **M = Menu,**
- **B = Button,**
- **I = Icon**

Example 1:

Invoice Entry
N → Link to CARS Invoice HomePage
iSupplier Portal


Example 2:

Select (B) Continue.

Example 3:

Select (M) Logout.

Example 4:

Select (I) Pencil 

When entering data into the CARS system, the following **Data Entry General Rules** apply:

- Fields with asterisks (*) preceding them are required or mandatory information.
- No special characters are allowed within the fields (“ ! . @ # \$ % ^ & ` * / or ?) (dashes (-) and commas (,) are permitted).
- Commas are only used to separate fields from one another (not included in address fields).
- All fields are required to be filled out completely and accurately prior to submittal to the CARS system for processing, unless otherwise indicated.
- Car dealers have the ability to submit transactions in draft state and save data while working on a transaction.

The CARS Act divides eligible vehicles into four groups: passenger automobiles, category 1 trucks, category 2 trucks, and category 3 trucks. The term “passenger automobile” and its definition are borrowed from the fuel economy statute. The definition excludes (1) vehicles that NHTSA has determined are not manufactured primarily for transporting persons, and (2) vehicles that are capable of off-highway operation. In the CARS system, the term **category** is referred to as **Type**, defined as follows:

- A **category (type) 1** truck is a nonpassenger automobile. This category includes sport utility vehicles (SUVs), small and medium pickup trucks, and small and medium passenger and cargo vans.
- A **category(type) 2** truck is a large van or a large pickup truck, based upon the length of the wheelbase (more than 115 inches for pickup trucks and more than 124 inches for vans). Note: some pickup trucks and cargo vans exceeding these thresholds are treated as category 3 trucks instead of category 2 trucks.
- A **category 3 (type) 3** truck is a work truck and is rated between 8,500 and 10,000 pounds gross vehicle weight. This category includes very large pickup trucks (those with cargo beds 72 inches or more in length) and very large cargo vans.

Responsibility

The **Car Dealer** is responsible for registering in the CARS system and completing a CARS invoice for rebate request.

The **ESC Approver** is responsible for reviewing and approving the registration information.

The **NHTSA Approver** is responsible for reviewing and approving or rejecting invoices submitted by the car dealers in the CARS system.

Distribution

Car Dealer

ESC Approver

NHTSA Approver

Ownership

The Department of Transportation Enterprise Services Center (ESC) is responsible for ensuring that this document is necessary and that it reflects actual practice.

Activity Preface

This activity is performed whenever a car dealer is requesting a rebate under the CARS Act (Consumer Assistance to Recycle and Save Act of 2009). The Act establishes a program under which the government will provide \$3,500 or \$4,500 to help consumers purchase or lease a new, more fuel efficient car, van, sport utility vehicle or pickup truck from a participating dealer when they trade in an old, less fuel efficient vehicle. To access more details about the CARS Act, refer to CARS.gov [<http://www.cars.gov/>].

Car Dealer

1. Go to the CARS registration web site using the link provided in the registration letter. Sample shown below.



U.S. Department of Transportation
National Highway Traffic Safety Administration

[ADDRESS1]
[ADDRESS2]
[ADDRESS3]
[ADDRESS4]

Dear Dealer,

Your automobile dealership has been identified, with the assistance of your original equipment manufacturer (OEM), as eligible to register for the Car Allowance Rebate System (CARS). CARS is a government program that helps consumers purchase or lease a new, more fuel-efficient vehicle when a less fuel-efficient vehicle is traded in. This program has been commonly referred to by the press as "Cash for Clunkers."

To obtain information about Dealer participation, visit <http://www.cars.gov/dealersupport>. The website will be available July 17th and provides instructions for registering as a participating Dealer. To register, you must use the Authorization Code that appears below. After your registration is reviewed and validated, you will receive an email notification containing your user ID and a password that will allow you to submit transactions for reimbursement.

Please note that you will be mailed a separate letter and Authorization Code for each separate franchise identified by your OEM(s). In some cases, franchises cover more than one vehicle make, but in some cases there is a separate franchise for each. *You must register separately for each new vehicle franchise for which you wish to be a participating dealer under the CARS program*, using the unique Authorization Code assigned to you for that franchise.

By agreeing to participate in the CARS program, a dealer must accept a CARS credit from the government as partial payment for the purchase or lease of a new vehicle offered by the dealer, and reduce the price of the new vehicle to the consumer by that amount. To be eligible for a CARS credit, the transaction must involve the sale or lease of a new vehicle in combination with the trade-in of an older vehicle, with both vehicles meeting specific requirements. There are also requirements that apply to the disposition of the trade-in vehicle to ensure that it will never be returned to the road. A participating dealer must comply with these and all other requirements of the CARS program. The dealer should consult the agency's regulation for details.

Authorization Code: [CODE]

Vehicle Make: [MAKE]



If you have questions about this letter and the registration process, please review the information provided at <http://www.cars.gov/dealersupport>. If you have technical difficulty completing the registration process please contact the CARS Hotline at 1-866-CAR-7891.

2. On the registration screen, complete the requested registration information.

Registration Letter

N → Link to CARS Registration

iSupplier Portal CARS Registration

Stop and complete Completing CARS Registration [NAV0001Z].

After registration is complete, a request for CARS access is submitted to the ESC Approver.

ESC Approver

3. Upon notification of car dealer request for CARS access, review the car dealer request in accordance with NHTSA and ESC policy for the CARS program. Internal Standard Operating Procedures are available for this purpose.
4. Verify any additional contacts requested by the car dealer during the registration.
5. Contact the car dealer if additional information is required and was not supplied.
6. Approve the request and the bank information.

CARS sends three email messages to the car dealer: (1) registration confirmation, (2) account activation, (3) bank approval. The email notifications will list the URL, User ID, and a temporary password they can use to logon.

Car Dealer

7. After the required approvals, receive URL, User ID, and password via email.

You will receive three email messages: (1) registration confirmation, (2) account activation, (3) bank approval.

8. Logon to CARS Invoice Entry web site using the link provided.

Invoice Entry

N → Link to CARS Invoice HomePage

iSupplier Portal

Stop and Complete Completing a CARS Login [NAV0010Z].

9. Enter a CARS invoice.

Stop and Complete Completing an Invoice [NAV0002Z]

10. After your invoice is submitted, you can search for it in the CARS system to view the status or to find a saved invoice to complete.

Stop and complete Searching for an Invoice [NAV0003Z].

11. Log off the CARS system. Select (M) Logout.

NHTSA Approver (Levels 1 and 2)

12. Review invoices in accordance with CARS Act policy. Internal Standard Operating Procedures are available for this purpose. Verify:

- Invoice is complete.
- Required attachments are present.

13. Approve or reject the invoice.

An email notification is sent to the car dealer and the invoice status is updated in the CARS system.

Car Dealer

14. Receive email notification of approval or rejection of your invoice after NHTSA has reviewed the invoice.

If approved, goto task #19. Otherwise if rejected, goto task #15.

15. Review email message, which describes the reasons the invoice was rejected.

16. Logon to the CARS system.

17. Search for your invoice.

Refer to Searching for an Invoice [NAV0003Z].

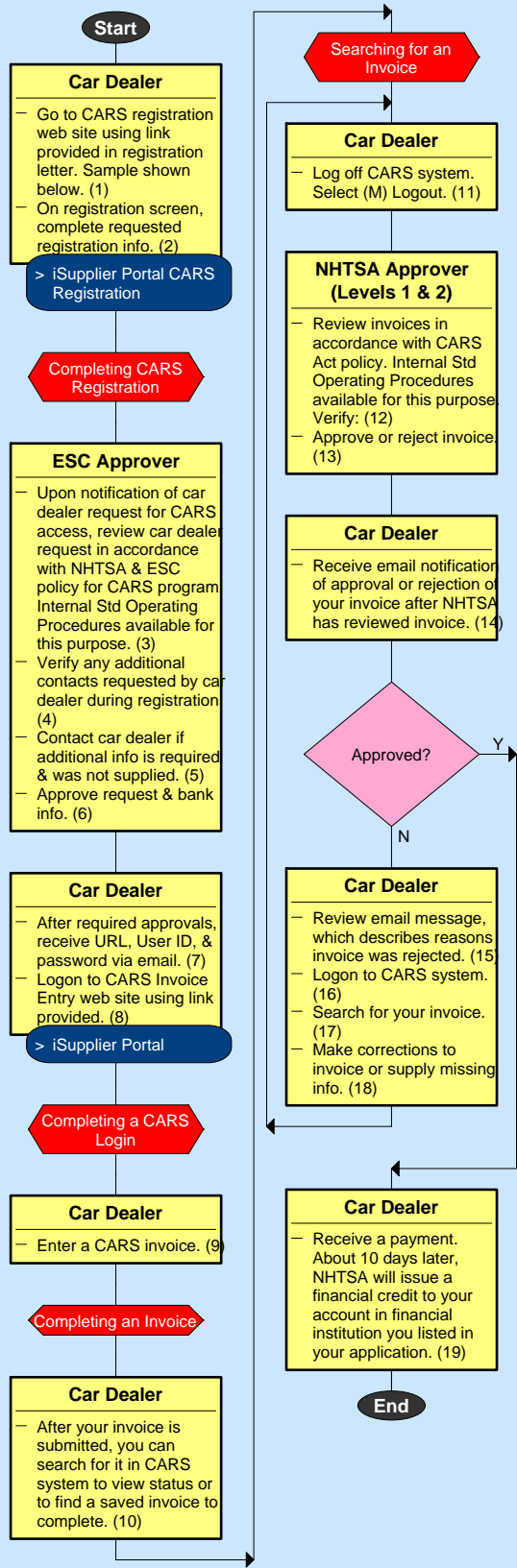
18. Make corrections to the invoice or supply the missing information.

Goto task #11.

19. Receive a payment. About 10 days later, NHTSA will issue a financial credit to your account in the financial institution you listed in your application.

End of activity.

Completing a CARS Rebate Application



Completing CARS Registration

Distribution

Car Dealer

ESC Approver

NHTSA Approver

Related Procedures

Completing a CARS Rebate Application [PRO0001a]

Ownership

The Department of Transportation Enterprise Services Center (ESC) is responsible for ensuring that this document is necessary and that it reflects actual practice.

Completing CARS Registration

iSupplier Portal CARS Registration

Registration Letter

N → Link to CARS Registration

iSupplier Portal CARS Registration

1. Enter Registration Information. See explanation of each field below.

The screenshot shows the Oracle iSupplier Portal registration interface. At the top is a blue header with the Oracle logo and 'iSupplier Portal' text, along with 'Close' and 'Preferences' links. Below the header is a section titled 'Prospective Dealer Registration' with a 'Continue' button. A note indicates that an asterisk (*) denotes required fields. The form is divided into two main sections: 'Dealership Details' and 'Contact Information'. The 'Dealership Details' section includes fields for Tax Identification Number (999999999), Franchise Number (XXXXX), and Authorization Code (XXXXXXXXXXXXXXXXXX). The 'Contact Information' section includes a note that the email entered will be the login username, and fields for Email (JJS@domain.com), First Name (John), Last Name (Smith), Phone Area Code (405), Phone Number (123-1234), and Phone Extension (517). A 'Continue' button is at the bottom right of the form. A footer bar contains a 'Privacy Statement' link, 'Close' and 'Preferences' links, and a copyright notice for Oracle, 2006.


REGISTRATION		
Field Name	Comments	Required?
Tax Identification Number	You are required to provide one of the following: Taxpayer ID, Tax Registration Number or Data Universal Numbering System (DUNS) Number. Enter this information without spaces or dashes. It must be exactly 9 digits.	Yes
Franchise Number	Enter dealership franchise number.	Yes
Authorization Code	Enter authorization code provided by NHTSA in registration letter.	Yes
Email	Enter complete email address. Verify accuracy. This is the email address to which all notifications are sent.	Yes
First Name	Enter dealer's first name.	Yes
Last Name	Enter dealer's last name.	Yes

Phone Area Code	Enter area code.	Yes
Phone Number	Enter phone number.	Yes
Phone Extension	Enter extension (if applicable).	No

2. Select (B) Continue.


Information entered on this screen is validated. If the information provided in these fields is not valid, you will not be able to proceed to the next step.

Duplicates are not allowed in the CARS system. If you enter something that has already been entered and saved, you will see the following or a similar message and an email message is sent to the contact listed on the registration screen.

 **Error**

Your registration request cannot be processed as we already have a supplier in our system whose details match those that you have provided. We have notified the contact at this supplier in order that they can get in touch with you if necessary. If you believe this to be an error, you may change your registration details and try again. Otherwise, click on Close to exit.

If you enter an incorrect Authorization Code or Franchise Number, you will see the following message:

 **Error**

Dealer Authorization Failed: The Authorization and/or Franchise Number are incorrect please check this information and resubmit. If you feel this information was entered correctly and you are still unable to proceed please contact the CARS Help Desk at (866) CAR-7891 for further assistance.

Additional Details

ORACLE® iSupplier Portal
Close Preferences

Prospective Dealer Registration: Additional Details

Back
Save for Later
Register

Dealer Name: John and Jane Smith Auto Center
 Tax Identification Number: 999999999
 Franchise Number: XXXXX
 Authorization Code: XXXXXXXXXXXXXXXX

Address Book

At least one entry is required.



Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	405-123-1234-517	JJS@domain.com	✓		

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Back
Save for Later
Register

Privacy Statement
Close Preferences
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Note: The CARS system will append a sequence number to Dealer Name to make it unique.


3. Verify accuracy of information on the Additional Details screen.

At this point you may save the information to come back to at a later time by selecting (B) Save For Later or you may continue with the registration process.

There must be at least one entry in each of the following areas.

- Address Book,
- Contact Directory, and
- Banking Details.

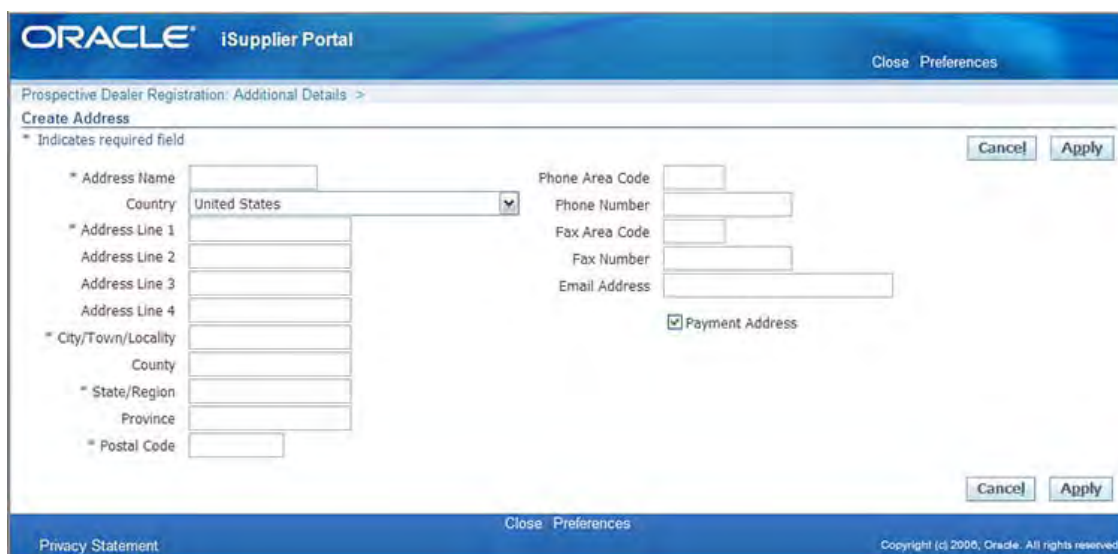
To update existing information:

4. Select (I) Pencil  under update in the Address Book, Contact Directory, or Banking Details sections to make changes to existing information as needed.

To enter additional addresses:

5. Select (B) Create under Address Book.

Create/Update Address



CREATE ADDRESS		
Field Name	Comments	Required?
Address Name	Enter complete name.	Yes
Country	Select country.	Yes
Address Line 1	Enter first line of address.	Yes
Address Line 2	Enter continuation of address if needed.	No
Address Line 3	Enter continuation of address if needed.	No

Address Line 4	Enter continuation of address if needed.	No
City/Town/ Locality	Enter city.	Yes
County	Enter county.	No
State/Region	Enter state.	Yes
Province	Enter province (if applicable).	No
Postal Code	Enter zip code.	Yes
Phone Area Code	Enter area code.	No
Phone Number	Enter phone number.	No
Fax Area Code	Enter fax area code.	No
Fax Number	Enter fax number.	No
Email Address	Enter email address. Verify accuracy.	No
Payment Address	This field is checked by default and cannot be changed.	Display Only

6. Select (B) Apply.

You will return to the Additional Details screen.

To enter additional contacts:

7. Select (B) Create under Contact Directory.

Create/Update Contact

CREATE CONTACT		
Field Name	Comments	Required?
Contact Title	Select title.	No
First Name	Enter first name.	No
Middle Name	Enter middle name.	No
Last Name	Enter last name.	Yes
Job Title	Enter job title.	No
Contact Email	Enter email address. Verify accuracy.	No
Phone Area	Enter area code.	No

Code		
Phone Number	Enter phone number.	No
Phone Extension	Enter phone extension.	No
Fax Area Code	Enter fax area code.	No
Fax Number	Enter fax number.	No
Create User Account for the Contact	Check if you want to create a user account for the contact.	No

8. Select (B) Apply.

You will return to the Additional Details screen.

To enter additional banks:

9. Select (B) Create under Banking Details.

Create/Update Bank Account

ORACLE[®] iSupplier Portal Close Preferences

Prospective Dealer Registration; Additional Details >
Create Bank Account
* Indicates required field

* Country United States ☐ Account is used for foreign payments
Account definition must include bank and branch information.

Bank	Branch
<input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank <div style="margin-top: 5px;">Bank Name <input style="width: 100%;" type="text"/></div> <div style="margin-top: 5px;">* Bank Routing Number <input style="width: 100%;" type="text"/></div> <div style="margin-top: 5px;">Show Bank Details</div>	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch <div style="margin-top: 5px;">Branch Name <input style="width: 100%;" type="text"/></div> <div style="margin-top: 5px;">Branch Number <input style="width: 100%;" type="text"/></div> <div style="margin-top: 5px;">Show Branch Details</div>

Bank Account

* Account Number
Account Name
Currency

[Show Account Details](#)

Comments

Note to Buyer

CREATE BANK ACCOUNT		
Field Name	Comments	Required?
Country	Select country	Yes
Account is used for foreign payments	Is checked by default. If it remains checked the bank name and branch information becomes mandatory.	No
New Bank/Existing Bank	Select Existing Bank. You can search for the name of the bank by selecting the magnifying glass next to the Bank Name field. If you perform the search and the bank does not exist, you can add a new bank by selecting the New Bank radio button	Yes

Bank Name	Enter bank name.	No
Bank Routing Number	Enter the bank routing number. If you completed the bank name, this information will display automatically.	Yes
New Branch/Existing Branch	Select Existing Branch.	No
Branch Name	Enter branch name. The branch must be a branch associated with the bank name on the left side of the screen. If it does not, the bank name will be overwritten with a bank that is associated with the branch you entered.	No
Branch Number	Enter branch number – supplied by the bank.	No
BIC	The bank identifier code is a unique address which, in telecommunication messages identifies precisely the financial institutions involved in financial transactions. – supplied by the bank.	No
Branch Type	Select branch type.	No
Account Number	Enter account number.	Yes
Account Name	Enter account name.	No
Currency	Select currency.	Yes
Comments	Enter comments.	No

10. Select (B) Apply.

You will return to the Additional Details screen.

ORACLE[®] iSupplier Portal
 Close Preferences

Prospective Dealer Registration: Additional Details
 Back Save For Later Register

Dealer Name John and Jane Smith Auto Center
 Tax Identification Number 999999999
 Franchise Number XXXXX
 Authorization Code XXXXXXXXXXXXXXXX

Address Book
 At least one entry is required.
Create

Address Name	Address Details	Purpose	Update	Delete
John and Jane Smith Auto Center	1234 S. Bend, OK 73159 United States	Payment		

Contact Directory
 At least one entry is required.
Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	405-123-1234-517	JJS@domain.com	✓		

Banking Details
 At least one entry is required.
Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
1234	US Dollar		CHASEWOOD BANK XXXXXXXX	XXXXXXXXXX				

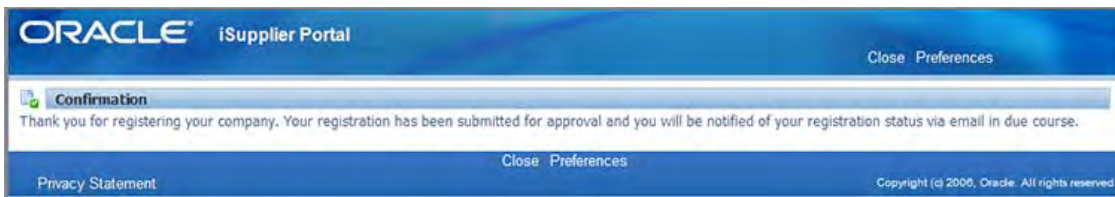
Back Save For Later Register

Privacy Statement
 Close Preferences

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11. Select (B) Register.

Registration Confirmation



12. Select (B) Close.

Return to ***Completing a CARS Rebate Application [PRO0001a]***.

Completing a CARS Login

Distribution

Car Dealer

Related Procedures

Completing a CARS Rebate Application [PRO0001A]

Ownership

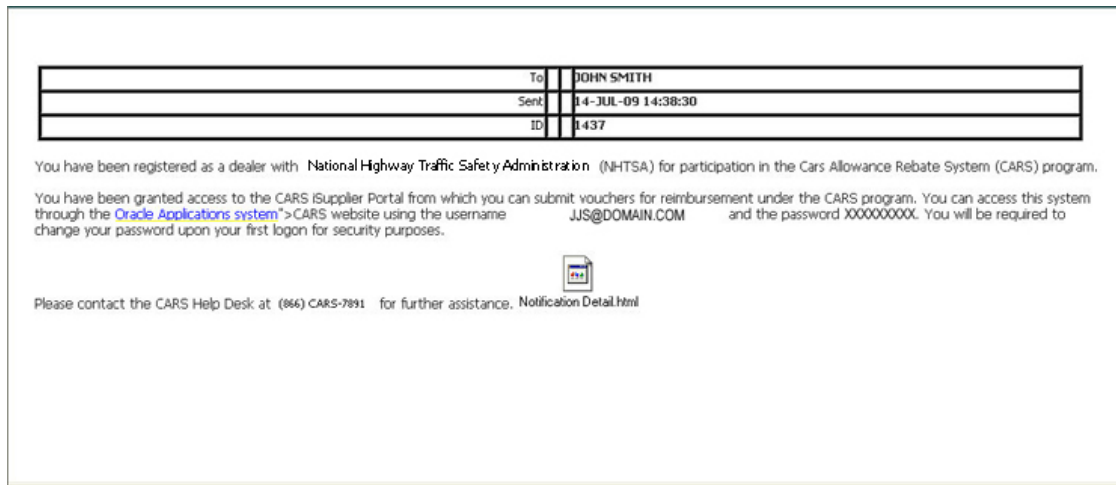
The Department of Transportation Enterprise Services Center is responsible for ensuring that this document is necessary and that it reflects actual practice.

Completing a CARS Login

Your Initial Login:

1. Receive an email Confirmation of Registration response from the Car Allowance Rebate System (CARS).

Note: Be sure to keep a record of your password.



If you have not registered with CARS, stop and complete Completing CARS Registration [NAV0001Z]

2. Follow the Login link provided in the CARS email to login to CARS.
3. When the CARS login screen appears, enter the login username and the password provided in the email.

Note: The Accessibility field allows you to choose to render the site optimized for screen readers (for vision impaired). You may select from the drop down list one of the following:

- **None** - No change
- **Screen Reader Optimized** - Choose this option if it is necessary to optimize the screen for screen reader usage.
- **Standard Accessibility** - Screen will not be optimized for screen reader usage.

Note: Language will default to English.



CARS

This application provides access to the DoT CARS system. When logged on to the CARS system, your computer is considered a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized CARS, DoT, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion CARS or the DoT personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Public Law 99-474) and the National Information Infrastructure Protection Act of 1996 (Public Law 104-294), (18 U.S.C. 1030), or other applicable criminal laws.

*User Name: JJS@DOMAIN.COM
(example: michael.james.smith)

*Password:
(example: 4/99+23)

Login Cancel

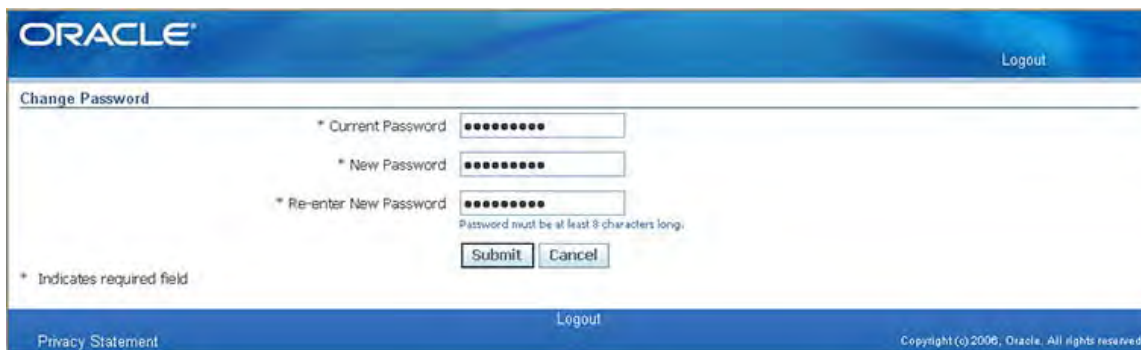
Login Assistance

Accessibility: Screen Reader Optimized
None
Screen Reader Optimized
Standard Accessibility

Select a Language
English

Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

4. Select (B) Login.



ORACLE Logout

Change Password

* Current Password:
* New Password:
* Re-enter New Password:
Password must be at least 8 characters long.

Submit Cancel

* Indicates required field

Privacy Statement Logout Copyright (c) 2008, Oracle. All rights reserved.

5. Change the password you were instructed to use to a new password.

Note: You will complete this change password process only as part of your initial login.

Note: Your new password must be at least 8 characters long and have at least one letter and at least one number.

Password Lockout and Resetting Your Password

6. Use your CARS URL to the CARS login screen and complete your login.

Note: If the password you use is erroneous for three consecutive times, you will be locked out. You will receive an error message such as the one in the following screen.

CARS

Error
Login failed. Please verify your login information or contact CARS Support at (866)-CAR-7891

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Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized CARS, DoT, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion CARS or the DoT personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Public Law 99-474) and the National Information Infrastructure Protection Act of 1996 (Public Law 104-294), (18 U.S.C. 1030), or other applicable criminal laws.

*User Name:
(example: michael.james.smith)

*Password:
(example: 4/29v23)

→ Login Assistance

Accessibility:

Select a Language:
[English](#)

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7. Select the 'Login Assistance' link located just below the Login button.

CARS

Login Assistance
* Indicates required field

Forgot Password
Enter your user name, instructions for how to reset your password will be emailed to you.
User Name:

Forgot User Name
Enter the email address associated with your account, your user name will be emailed to you.
Email:
(Example: first.last@domain.com)

[Privacy Statement](#) Copyright (c) 2006, Oracle. All rights reserved.

8. Enter your User Name.

CARS

Login Assistance
* Indicates required field

Forgot Password
Enter your user name, instructions for how to reset your password will be emailed to you.
User Name:

Forgot User Name
Enter the email address associated with your account, your user name will be emailed to you.
Email:
(Example: first.last@domain.com)

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9. Select (B) Forgot Password.

CARS

Confirmation
Your password-reset request has been submitted. An email with instructions will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

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Note: You will receive a CARS Password Reset Request Confirmation notice. Within 10-15 minutes, you will receive an email with further instructions.


10. Select (B) OK. The CARS Login screen will reappear.

Reminder: Allow 10-15 minutes for your Password Reset email.

11. Receive Password Reset email.

To:	JOHN SMITH
Sent:	07-JUL-09 13:14:44
ID:	510

Reset your password and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset; the link is only available for a short time.

 Notification Detail.html

12. Select the Reset your password link. The Reset Password screen will appear.

The screenshot shows the 'Reset Password' page of the CARS system. The header features the 'CARS' logo on the left and 'Home Preferences Help' on the right. Below the header, the page title is 'Reset Password'. A note states: '* Indicates required field' and 'Please enter your username and passwords below. The password you enter below will be used to replace your old password.' The form contains three input fields: '* User Name' with the value 'JJ5@DOMAIN.COM', '* Password' with masked characters and a note '(8 characters or more)', and '* Confirm Your Password' also with masked characters. A 'Confirm Password' button is located below the confirm password field. The footer includes 'Privacy Statement', 'Home Preferences', and 'Copyright (c) 2006, Oracle. All rights reserved.'

13. Enter your username and a new password. Confirm your password and select (B) Confirm Password.

Note: Remember, your new password must be at least 8 characters long and have at least one letter and at least one number.

The screenshot shows the 'Confirmation' page of the CARS system. The header features the 'CARS' logo on the left and 'Home Preferences' on the right. Below the header, the page title is 'Confirmation'. The message states: 'The password has been reset; use the new password to login to the system.' There is an 'OK' button on the right side of the message. The footer includes 'Privacy Statement', 'Home Preferences', and 'Copyright (c) 2006, Oracle. All rights reserved.'

14. Select (B) OK and the CARS login screen will appear.

CARS

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Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Public Law 99-474) and the National Information Infrastructure Protection Act of 1996 (Public Law 104-294), (18 U.S.C. 1030), or other applicable criminal laws.

*User Name: (example: michael.james.smith)

*Password: (example: 4/99v23)

[Login Assistance](#)

Accessibility:

Select a Language: [English](#)

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15. Use your new password to login to CARS.

Return to [Completing a CARS Rebate Application \[PRO0001A\]](#).

Completing an Invoice

Distribution

Car Dealer

Related Procedures

Completing a CARS Rebate Application [PRO0001A]

Ownership

The Department of Transportation Enterprise Services Center is responsible for ensuring that this document is necessary and that it reflects actual practice.

Completing an Invoice

To create a new invoice:

1. Login to CARS Invoice Entry web site.

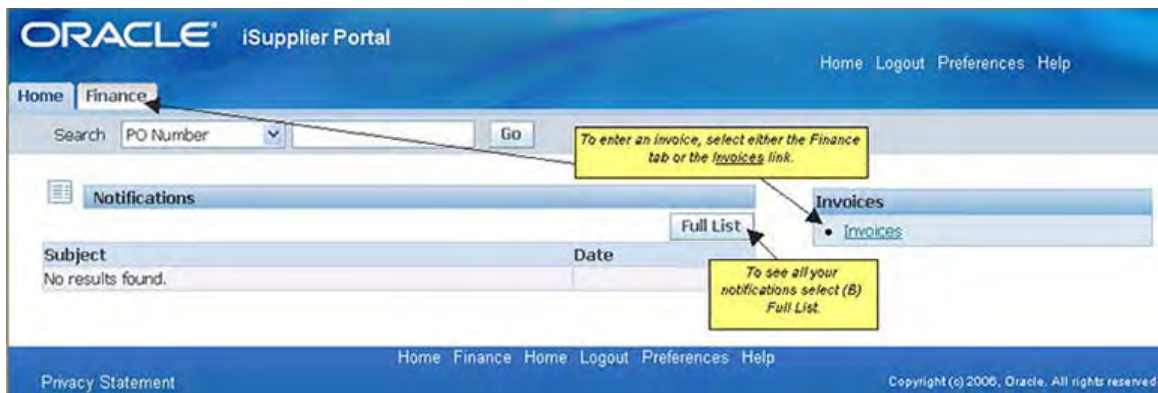
Note: For more information on logging in to CARS, follow the link below.

Stop and complete Completing a CARS Login [NAV0010Z]

CARS Invoice Entry

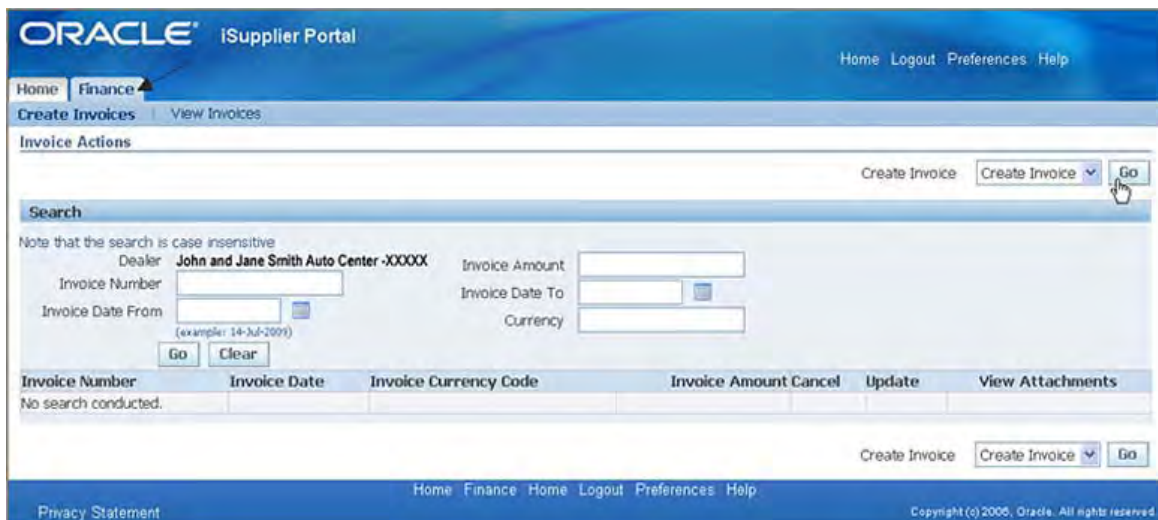
N → Link to CARS → CARS Log in

Oracle iSupplier Portal



Note: To see all of your notifications select (B) Full List.

2. Select the Finance tab on the left side of the page or the Invoices link on the right side of the page.



Note: Do not enter fields in the "Search" area of this form unless you are performing an invoice search. If it is necessary to do a search at this time use the link below for more information on how to perform an invoice search.

Stop and Complete Searching for an Invoice [NAV0003Z].

3. Select (B) Go next to the Create Invoice field.

Dealer's Invoice - Complete Details

Note: The Invoice Timeline shows "Details" status. You will be required to fill in the details in the Create Invoice Details form in each field with an asterisk () beside it. Please see the grid below for complete information on your field entry.*

CARS iSupplier Portal Home Logout Preferences

Home Finance

Create Invoices View Invoices

Details Legal Information Review and Submit

Create Invoice: Details

* Indicates required field
 ✓ TIP % sign is the wildcard character to search on in any List of Values

Cancel Step 1 of 3 Next

Dealership Information	Invoice
* Name John and Jane Smith Auto Center	* Invoice Number <input type="text"/>
* Remit To John and Jane S	✓ TIP Do not enter any special characters eg. \$ & @
Address 1234 S. Bend Oklahoma City OK 73159	* Invoice Date 17-Jul-2009 (example: 17-Jul-2009)
* Remit To Bank Account 1234	* Currency USD
	Invoice Description <input type="text"/>
	* Sale Date <input type="text"/>
	* Disposal Status <input type="text"/>
	* Disposal Facility ID <input type="text"/>
	* Disposal Facility Contact Info <input type="text"/>
	* Purchaser Full Name <input type="text"/>
	* Purchaser Full Address <input type="text"/>
	* Purchaser State ID Number <input type="text"/>
	Co-Owner Purchaser State ID Number <input type="text"/>
	* Sales Type <input type="text"/>
	Attachment None Add

* Amount
 ✓ TIP Do not enter any special characters. (eg. \$, %, \$) for VIN

* Trade-In VIN

* Trade-In Vehicle Category

* Trade-In Vehicle Description

* Trade-In Title State

* Trade-In Registration State

* Trade-In Registration Start Date

* Trade-In Registration Expiration Date

Trade-In Insurance Start Date

Trade-In Flagged Date

* Trade-In Odometer Reading

* New Vehicle VIN

* New Vehicle Category

* New Vehicle Description

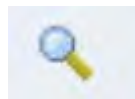
* New Vehicle Base MSRP

Cancel Step 1 of 3 Next

Privacy Statement Home Finance Home Logout Preferences

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4. In the Dealership information area of the form, select the magnifying glass icon.



Search and Select: Remit To Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To Go

Results

Select	Quick Select	Supplier	Remit To	Address	Organization
No search conducted.					

Cancel Select

5. In the Search area at the Remit To box and next to the blank field, select (B) Go.


Search and Select: Remit To Cancel Select

Search

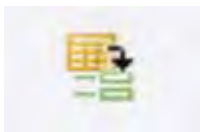
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To Go

Results

Select	Quick Select	Supplier	Remit To	Address	Organization
<input type="radio"/>		John and Jane Smith Auto Center	John and Jane S	1234 S. Bend Oklahoma City OK 73159	NATL HWY TRAFFIC SAFETY ADMIN

Cancel Select



6. Select the Quick Select icon or the radio button next to the Remit To Supplier information.

Note: For more information on the Remit To Address and the Remit to Bank Account see explanation of each field below.

iSUPPLIER PORTAL		
Finance Tab		
Create Invoices		
Create Invoice: Details Area		
Dealer Area		
Field Name	Comments	Required?
Dealer	Dealer name defaults into this field.	NA
Remit To Address	1. Select the magnifying glass to the right of the field. 2. When the Search and Select List of Values form appears, select the address	Yes

	you would like to use for payment of this invoice. 3. Select either the Select radio button or the Quick Select icon.	
Remit To Bank Account	1. Select the magnifying glass to the right of the field. 2. When the Search and Select List of Values form appears, select the Bank Account you would like to use for payment of this invoice. 3. Select either the Select radio button or the Quick Select icon.	Yes

Dealership Information

* Name John and Jane Smith Auto Center

* Remit To John and Jane S

Address 1234 S. Bend Oklahoma City
OK 73159

* Remit To Bank Account 1234

Note: Dealership Information area completed.

7. Complete the Invoice area using the information provided in the explanation of each field below.

Invoice Area		
Invoice Number	Enter your dealership unique invoice number in this field.	Yes
Invoice Date	The current date will default into this field. If it is necessary to change the date, do the following: 1. Select the Calendar icon to the right of the field. 2. Select the Invoice Date on the Calendar form that appears.	Yes
Currency	USD will default into the field.	Yes
Invoice Description	Optional entry. Can be used for further description of the purchased vehicle.	No
Sale Date	1. Select the Calendar icon to the right of the field. 2. Select the Sale Date on the Calendar form that appears. Date of sale at the dealership (Must be between 7/01/2009 and 11/01/2009.)	Yes
Disposal Status	1. Select the magnifying glass to the left of the field. 2. When the Search and Select List of Values form appears, select the Disposal Status you would like to use. 3. Select either the Select radio button or the Quick Select icon Select from the list of values either of the	Yes

	following: Crush/Shred Facility Transfer Facility	
Disposal Facility ID	NMVTIS ID of the transfer entity.	Yes
Disposal Facility Contact Info	Name, Address, City, State, Zip Code and Phone Number of the transfer entity.	Yes
Purchaser Full Name	Name of Purchaser (recommended you use Last, First, MI format)	Yes
Purchaser Full Address	Full address of the Purchaser.	Yes
Purchaser State ID Number	State identification number of the purchaser of new vehicle.	Yes
Purchaser State ID Number (Co-Owner)	Optional Co-owner state identification number listed on the title. Legislation allows only one invoice per family unit.	No
Sales Type	Select either Purchased or Leased as it pertains to the new vehicle being purchased.	Yes
Amount	Select either 3500 or 4500 form the List of Values. These are the two amounts of credit that are available. Amount determination depends on the type of vehicle purchased and the difference in fuel economy between the purchased vehicle and the trade-in vehicle.	Yes
Trade-In VIN	The Vehicle Identification Number (VIN) of the trade-in vehicle. This is a seventeen digit number.	Yes
Trade-In Vehicle Category	<p>The CARS Act divides eligible vehicles into four groups: passenger automobiles, category 1 trucks, category 2 trucks and category 3 trucks. The term "passenger automobile" and its definition are borrowed from the fuel economy statute. The definition excludes (1) vehicles that NHTSA has determined are not manufactured primarily for transporting persons, and (2) vehicles that are capable of Off-highway operation. In the CARS system, the term category is referred to as Type, defined as follows:</p> <p>P - Passenger automobiles</p> <p>1 - A category (type) 1 truck is a nonpassenger automobile.. This category includes sport utility vehicles (SUVs), small and medium pickup trucks and small and medium passenger and cargo vans.</p> <p>2 - A category (type) 2 truck is a large van or a large pickup truck, based upon the length of the wheelbase (more than 115 inches for pickup trucks and more than 124 inches for vans.) <i>Note: Some pickup trucks and cargo vans exceeding</i></p>	Yes

	<p><i>these thresholds are treated as category 3 trucks instead of category e trucks.</i></p> <p>3 - A category 3 (type) 3 truck is a work truck and is rated between 8,500 and 10,000 pounds gross vehicle weight. This category includes very large pickup trucks (those with cargo beds 72 inches or more in length) and very large cargo vans.</p> <p>1. Select the magnifying glass to the left of the field. 2. When the Search and Select List of Values form appears, select the Vehicle Category for the Trade-In vehicle.</p>	
Trade-In Vehicle Description	<p>1. Select the magnifying glass to the left of the field. 2. When the Search and Select List of Values form appears, select the Trade-in Vehicle Description from the list provided. Select the make/model/year/engine size/number of cylinders/transmission type/front rear or all wheel drive.</p>	Yes
Trade-In Title State	State title was issued (OK, MN, NC etc)	Yes
Trade-In Registration Start Date	<p>1. Select the Calendar icon to the right of the field. 2. Select the Trade-In Registration Start Date on the Calendar form that appears.</p> <p>Start date of registration as it appears on the printed registration.</p>	Yes
Trade-In Registration Expiration Date	<p>1. Select the Calendar icon to the right of the field. 2. Select the Trade-In Registration Expiration Date on the Calendar form that appears.</p> <p>Expiration date of the registration as it appears on the printed registration.</p>	Yes
Trade-In Insurance Start Date	<p>1. Select the Calendar icon to the right of the field. 2. Select the Trade-In Insurance Start Date on the Calendar form that appears.</p> <p>Start date of insurance on vehicle. Where applicable, it will show 12 months of insurance on the vehicle.</p>	No
Trade-In Flagged Date	<p>It is not necessary to give this date at submission of invoice. Invoice may be updated with this date when it becomes available.</p> <p>1. Select the Calendar icon to the right of the field. 2. Select the Trade-In Flagged Date on</p>	No

	the Calendar form that appears. The Department of Justice (DOJ) / National Motor Vehicle Title Information System (NMVTIS) date of most current update (CARS Flagged).	
Trade-In Odometer Reading	Odometer reading of the trade-in vehicle at the time of the sale.	Yes
New Vehicle VIN	The Vehicle Identification Number (VIN) of the new vehicle. This is a seventeen digit number.	Yes
New Vehicle Category	<p>The CARS Act divides eligible vehicles into four groups: passenger automobiles, category 1 trucks, category 2 trucks and category 3 trucks. The term "passenger automobile" and its definition are borrowed from the fuel economy statute. The definition excludes (1) vehicles that NHTSA has determined are not manufactured primarily for transporting persons, and (2) vehicles that are capable of Off-highway operation. In the CARS system, the term category is referred to as Type, defined as follows:</p> <p>P - Passenger automobiles</p> <p>1 - A category (type) 1 truck is a nonpassenger automobile.. This category includes sport utility vehicles (SUVs), small and medium pickup trucks and small and medium passenger and cargo vans.</p> <p>2 - A category (type) 2 truck is a large van or a large pickup truck, based upon the length of the wheelbase (more than 115 inches for pickup trucks and more than 124 inches for vans.) <i>Note: Some pickup trucks and cargo vans exceeding these thresholds are treated as category 3 trucks instead of category 2 trucks.</i></p> <p>3 - A category 3 (type) 3 truck is a work truck and is rated between 8,500 and 10,000 pounds gross vehicle weight. This category includes very large pickup trucks (those with cargo beds 72 inches or more in length) and very large cargo vans.</p> <p>1. Select the magnifying glass to the left of the field. 2. When the Search and Select List of Values form appears, select the Vehicle Category for the Trade-In vehicle.</p>	Yes
New Vehicle Description	1. Select the magnifying glass to the left	Yes

	<p>of the field.</p> <p>2. When the Search and Select List of Values form appears, select the New Vehicle Description from the list provided.</p> <p>The make/model/year/engine size/number of cylinders/transmission type/front rear or all wheel drive.</p>	
New Vehicle MSRP	Manufacturer's suggested retail price of the new vehicle. There is a cap on the MSRP. MSRP cannot exceed \$45,000.	Yes

Completed Invoice without Attachments

Note: The Invoice Timeline remains in "Details" status.

CARS iSupplier Portal Home Logout Preferences

Home Finance **Create Invoices** View Invoices

Details Legal Information Review and Submit

Create Invoice: Details

* Indicates required field
 ✓TIP % sign is the wildcard character to search on in any List of Values

Cancel Step 1 of 3 Next

Dealership Information	Invoice
* Name: John and Jane Smith Auto Center	* Invoice Number: JJS07170901
* Remit To: John and Jane S	✓TIP Do not enter any special characters eg. \$ & @
Address: 1234 S. Bend Oklahoma City OK 73159	* Invoice Date: 17-Jul-2009
* Remit To Bank Account: 1234	* Currency: USD
	Invoice Description:
	* Sale Date: 31-Jul-2009
	* Disposal Status: CRUSH / SHRED FACILITY
	Crush/Shred Facility
	* Disposal Facility ID: NM123
	* Disposal Facility Contact Info: Samson's Auto Crusher Service
	* Purchaser Full Name: Wayne, John
	* Purchaser Full Address: 10 Chism Trail Oklahoma City, OK 70009
	* Purchaser State ID Number: OK897564231
	Co-Owner Purchaser State ID Number:
	* Sales Type: PURCHASED
	Purchased Attachment: None Add

* Amount: 4500.00

✓TIP Do not enter any special characters. (eg. & % \$) for VIN

* Trade-In VIN: 919191919191919

* Trade-In Vehicle Category: P

Passenger

* Trade-In Vehicle Description: FORD | MUSTANG | 1985 | 5.0L 8CYL Auto(L4) RWD | 18MPG

FORD | MUSTANG | 1985 | 5.0L 8CYL Auto(L4) RWD | 18MPG

* Trade-In Title State: OK

Oklahoma

* Trade-In Registration State: OK

Oklahoma

* Trade-In Registration Start Date: 03-Nov-2008

* Trade-In Registration Expiration Date: 03-Nov-2009

Trade-In Insurance Start Date: 03-Nov-2008

Trade-In Flagged Date: 02-Sep-2009

* Trade-In Odometer Reading: 300000

* New Vehicle VIN: 282828282828282

* New Vehicle Category: P

Passenger

* New Vehicle Description: TOYOTA | HIGHLANDER HYBRID 4WD | 2009 | 3.3L 6CYL HEV Auto(AV) 4WD | 26

TOYOTA | HIGHLANDER HYBRID 4WD | 2009 | 3.3L 6CYL HEV Auto(AV) 4WD | 26MPG

* New Vehicle Base MSRP: 28000

Cancel Step 1 of 3 Next

Home Finance Home Logout Preferences

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Attaching Supporting Documentation to an Invoice

- To attach supporting documentation, in the upper Invoice area and next to the word "Attachment", select (B) Add.

Note: Add attachments using the information provided in the explanation of each field below.

CARS

iSupplier Portal

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[View Invoices](#)

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Add Attachment

Cancel
Add Another
Apply

Attachment Summary Information

Title

Description

Category

From Supplier

Copies of the following documents are required to be provided in electronic format (PDF, TIF, JPEG) to the CARS program office at the time of invoice submittal. Please indicate in the attachment title field which document is being attached. Please use the exact document names below in order to expedite processing.

- 1_Trade-In_Title_Front_Page (or other approved evidence)
- 2_Trade-In_Title_Back_Page (only if front title page provided)
- 3_Trade-In_Proof_of_Insurance
- 4_Trade-In_Registration
- 5_Purchaser(s)_Identification (Individual(s) or Business)
Co-purchaser Identification (combine with purchaser)
- 6_Deal_Sheet_and_Buyer's_Certification
- 7_Manufacturer's_Certificate_of_Origin (or Statement of Origin)
- 8_Purchaser_Survey (optional)
- 9_Fuel_Economy.gov_Side_by_Side_Comparison
- 10_Certification_from_Disposal (or Transfer Entity)

Note: Misc. Attachment / Other (Please name accordingly based on NHTSA Guidance provided at <http://www.cars.gov/dealersupport/>)

Define Attachment

Type

☒ File
☐ URL
☐ Text

Browse...

Cancel

Add Another

Apply

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[Privacy Statement](#)

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iSUPPLIER PORTAL		
Finance Tab		
Create Invoices Area		
Add Attachment Area		
Attachment Summary Information Area		
Field Name	Comments	Required?
Title	The title of the supporting document you are attaching. Use the list of document titles. <i>Hint: Copy and paste the listed document title into this field.</i>	Yes
Description	Optional. Give a brief description of the supporting document.	NA
Define Attachment Area		
Type	Under the Define Attachment there are three radio buttons. Please only use the File button and use the naming convention used in the Tip section.	Yes

Note: Add Attachment screen after attaching a document.

CARS iSupplier Portal Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Finance: Create Invoices >

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title: Title_Front_Page (or other approved evidence)

Description: [Text Box]

Category: From Supplier

Copies of the following documents are required to be provided in electronic format (PDF, TIF, JPEG) to the CARS program office at the time of invoice submittal. Please indicate in the attachment title field which document is being attached. Please use the exact document names below in order to expedite processing.

- 1_Trade-In_Title_Front_Page (or other approved evidence)
- 2_Trade-In_Title_Back_Page (only if front title page provided)
- 3_Trade-In_Proof_of_Insurance
- 4_Trade-In_Registration
- 5_Purchaser(s)_Identification (Individual(s) or Business)
Co-purchaser Identification (combine with purchaser)
- 6_Deal_Sheet_and_Buyer's_Certification
- 7_Manufacturer's_Certificate_of_Origin (or Statement of Origin)
- 8_Purchaser_Survey (optional)
- 9_Fuel_Economy.gov_Side_by_Side_Comparison
- 10_Certification_from_Disposal (or Transfer Entity)

Note: Misc. Attachment / Other (Please name accordingly based on NHTSA Guidance provided at <http://www.cars.gov/dealersupport/>)

Define Attachment

Type: ☒ File ☐ URL ☐ Text

File Path: I:\C4C Documents\CARS REQUIRED DOCS\Doe J Trade Browse

Cancel Add Another Apply

Home Finance Home Logout Preferences Help

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9. Select (B) Add Another until you have added copies of all the required documentation. When you have completed attaching the documentation, select (B) Apply.

Note: In your invoice, next to the word Attachment you will see a link to your Attachment List. To verify all documents have been attached, select the Attachment List link.

iSupplier Portal

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[View Invoices](#)

Details

Legal Information

Review and Submit

Confirmation
Attachment "1_Trade-In_Title_Front_Page" (or other approved evidence)* has been added successfully but not saved. Complete your work to save your attachment.

Create Invoice: Details
* Indicates required field
✓TIP % sign is the wildcard character to search on in any List of Values

Cancel
Step 1 of 3
Next

Dealership Information

* NameJohn and Jane Smith Auto Center
* Remit To AddressJohn and Jane S
* Remit To Bank Account1234

Invoice

* Invoice NumberJJS07170901
* Invoice Date17-Jul-2009
* CurrencyUSD
Invoice Description
* Sale Date31-Jul-2009
* Disposal StatusCRUSH / SHRED FACILITY
* Disposal Facility IDNM123
* Disposal Facility Contact InfoSamson's Auto Crusher Service
* Purchaser Full NameWayne, John
* Purchaser Full Address10 Chism Trail Oklahoma City, OK 70009
* Purchaser State ID NumberOK397564231
Co-Owner Purchaser State ID Number
* Sales TypePURCHASED

Attachment
Attachment List
Add

* Amount4500.00

✓TIP Do not enter any special characters.. (eg. & % \$) for VIN

* Trade-In VIN919191919191919
* Trade-In Vehicle CategoryP
* Trade-In Vehicle DescriptionFORD | MUSTANG | 1985 | 5.0L 8CYL Auto(L4) RWD | 18MPG
* Trade-In Title StateOK
* Trade-In Registration StateOK
* Trade-In Registration Start Date03-Nov-2008
* Trade-In Registration Expiration Date03-Nov-2009
Trade-In Insurance Start Date03-Nov-2008
Trade-In Flagged Date02-Sep-2009
* Trade-In Odometer Reading300000
* New Vehicle VIN282828282828282
* New Vehicle CategoryP
* New Vehicle DescriptionTOYOTA | HIGHLANDER HYBRID 4WD | 2009 | 3.3L 6CYL HEV Auto(AV) 4WD | 26MPG
* New Vehicle Base MSRP28000.00

Cancel
Step 1 of 3
Next

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10. **Do not press enter.** Select (B) **Next** at the top or bottom right of the form to continue.

Legal Information Page

Note: The Invoice Timeline will move to "Legal Information" status.

Cancel Save Back Step 2 of 3 Next Submit

Legal Information

WARNING

This is a legal document that contains certifications under penalty of law. There are significant civil and criminal penalties for submitting false information. Please read each certification and ensure that the information that you are certifying by signing this document is based on personal knowledge and is, to the best of your knowledge and belief, true, accurate, and complete.

The person submitting this transaction as "Dealer" does so with personal knowledge and certifies under penalty of law that:
Registration in the CARS Program

- The dealer has been approved as a registered dealer under the CARS program.
- The dealer has a currently active business license under State law to operate a new automobile dealership.
- The dealer has a currently active franchise agreement with an original equipment manufacturer to sell new automobiles.

Purchaser and Trade-In Vehicle Eligibility for the CARS Program

- I have verified the identity of the person signing this document under "Purchaser" (hereinafter simply "Purchaser").
- I have verified that the trade-in vehicle is in drivable condition, and I or an employee under my direction or supervision has operated the trade-in vehicle to confirm that the trade-in vehicle is in drivable condition.
- I have verified that the trade-in vehicle has been continuously insured for a period of not less than one (1) year prior to the date of this transaction.
- I have verified that the Purchaser has been the registered owner of the trade-in vehicle continuously for a period of not less than one (1) year prior to the date of this transaction.
- I have observed the trade-in vehicle's date of manufacture (both month and year) as it appears on the trade-in vehicle's safety standard certification label, and have verified that the trade-in vehicle was manufactured less than 25 years before the date of the trade-in.
- I have verified that the trade-in vehicle's fuel economy is eligible for the CARS program.

New Vehicle Eligibility for the CARS Program

- The new vehicle is being purchased or, in the case of a lease, leased for a period of not less than five (5) years.
- I have verified that the CARS program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable) corresponds to the difference between the trade-in vehicle's fuel economy and the new vehicle's fuel economy under the requirements of the CARS program.
- The new vehicle has a base manufacturer's suggested retail price (MSRP) as shown on the Monroney label affixed to the new vehicle of \$45,000 or less (exclusive of any accessories, optional equipment, taxes or destination charges).

Transaction Conforms to the Requirements of the CARS Program

- I have reduced the price of the new vehicle that is being purchased or leased by the CARS Program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable).
- I have disclosed to the Purchaser the best estimate of the scrappage value of the trade-in vehicle.
- I have retained no more than \$50.00 of the scrappage value as payment for any of the dealer's administrative costs in connection with this CARS transaction.
- I have not charged the Purchaser any additional fees for participating in the CARS program in this transaction.
- I have applied the credit under the CARS program in addition to any other rebate or discount advertised by the dealer or offered by the manufacturer for the new vehicle, and have not used the CARS program credit to offset any such other rebate or discount.
- I have not reduced the value of the CARS program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable) by any other available Federal, State, or local incentive or a State-issued voucher for the purchase or lease of a new fuel efficient automobile.

Disposal of the Trade-in Vehicle

- The trade-in vehicle has not been, and will not be, sold, leased, exchanged or other disposed of for use as an automobile in the United States or in any other country.
- I have either: (a) rendered the engine block of the trade-in vehicle inoperable under the procedures of the CARS Program prior to further transfer of the trade-in vehicle; or, (b) this transaction occurred prior to July 24, 2009, and I have submitted to NHTSA the necessary proof as attachments under Miscellaneous Documents that the engine block has been crushed or shredded.
- I have transferred or will transfer the trade-in vehicle, including the engine block, to either: (a) a CARS program participating disposal facility that will crush or shred the trade-in vehicle; or, (b) to a participating salvage auction that will transfer the vehicle to such a disposal facility.
- I have provided the disposal facility and/or salvage auction information and written notice that it is responsible for the removal and appropriate disposition of refrigerants, antifreeze, lead products, mercury switches, and such other toxic or hazardous vehicle components prior to the crushing or shredding of an eligible trade-in vehicle, in accordance with all applicable Federal and State requirements.

I certify under penalty of law that:

- I have authority to execute this document,
- I have read each of the foregoing certifications,
- I understand that payment of the CARS program credit amount is conditioned on compliance with these certifications,
- This document, and all attachments, were either prepared by me or prepared under my direction or supervision,
- The information set forth in this document, and all attachments, is based on personal knowledge and is, to the best of my knowledge and belief, true, accurate, and complete,
- I am aware that there are significant penalties for submitting false information, including the possibility of civil penalties under the CARS program, suspension or revocation of continued participation in the CARS program, as well as fines and/or imprisonment.

Privacy Act Statement

This notice is provided pursuant to the Privacy Act of 1974, 5 USC § 552a. This information is solicited under the authority of Public Law 111-32, 123 Stat. 1859. Furnishing the information is voluntary, but failure to provide all or part of the information may result in disapproval of your request for a credit on this purchase or lease transaction under the CARS Program. The principal purposes for collecting the information are to determine if purchase or lease transactions are eligible for credits under the CARS Program, to ensure proper disposal of trade-in vehicles, to prevent, identify and penalize fraud in connection with the Program, and to update an existing government database of Vehicle Identification Numbers. If you complete the optional survey, the survey information will be used to report to Congress on the Program. Other routine uses are published in the Federal Register at 65 F.R. 19476 (April 11, 2000), available at: www.dot.gov/privacy.

Return to Invoices

Cancel Save Back Step 2 of 3 Next Submit

11. Read the information provided on the Legal page and select (B) Next to accept the items in the certify area.

CARS iSupplier Portal Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Details Legal Information **Review and Submit**

Create Invoice: Review and Submit

Cancel Save Back Step 3 of 3 Submit

Dealer	
* Dealer	John and Jane Smith Auto Center
* Remit To	John and Jane S
Address	
Remit To Bank Account	1234

Invoice	
* Invoice Number	JJS07170901
* Invoice Date	17-Jul-2009
* Currency	USD
Invoice Description	
Sale Date	31-Jul-2009
Disposal Status	CRUSH / SHRED
	FACILITY
	Crush/Shred Facility
Disposal Facility ID	NM123
Disposal Facility Contact Info	Samson's Auto Crusher Service
Purchaser Full Name	Wayne, John
Purchaser Full Address	10 Chism Trail Oklahoma City, OK 70009
Purchaser State ID Number	OK897564231
Co-Owner Purchaser State ID Number	
Sales Type	PURCHASED
	Purchased
Attachment	Attachment List

Items	
	Amount
	-4500.00
Trade-In VIN	919191919191919
Trade-In Vehicle Category	P
Trade-In Vehicle Description	FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG
Trade-In Title State	OK
Trade-In Registration State	OK
Trade-In Registration Start Date	03-Nov-2008
Trade-In Registration Expiration Date	03-Nov-2009
Trade-In Insurance Start Date	03-Nov-2008
Trade-In Flagged Date	02-Sep-2009
Trade-In Odometer Reading	300000
New Vehicle VIN	282828282828282
New Vehicle Category	P
New Vehicle Description	TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26MPG
New Vehicle Base MSRP	28000.00

Invoice Request Summary	
Items	-4500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	-4500.00

Cancel Save Back Step 3 of 3 Submit

Privacy Statement Home Finance Home Logout Preferences Help

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12. **Review your invoice.** If you find that there are missing items that are not available for attachment, select (B) Save. CARS will save your invoice in an incomplete status for later submission.

Note: If you save your invoice a confirmation notice will appear on your Create Invoices page stating that your invoice has been saved for later submission.

CARS iSupplier Portal Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Confirmation
Invoice JJS07170901 has been saved for update and later submission.

Invoice Actions
Create Invoice Create Invoice Go

Search
Note that the search is case insensitive

Dealer John and Jane Smith Auto Center

Invoice Number

Invoice Date From (example: 17-Jul-2009)

Go Clear

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update
No search conducted.					

Create Invoice Create Invoice Go

Privacy Statement Home Finance Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

13. When you are ready to update your saved invoice, search for your invoice on the Create Invoice screen. To see all of your invoices, select (B) Go.

CARS iSupplier Portal Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Invoice Actions
Create Invoice Create Invoice Go

Search
Note that the search is case insensitive

Dealer John and Jane Smith Auto Center

Invoice Number

Invoice Date From (example: 17-Jul-2009)

Go Clear

Invoice Amount


Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update
JJS02	16-Jul-2009	USD	4500.00		
JJS03	16-Jul-2009	USD	4500.00		
JJS07170901	17-Jul-2009	USD	4500.00		

Create Invoice Create Invoice Go

Privacy Statement Home Finance Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

14. To open and update your invoice, select the  icon in the row where your saved invoice appears.

iSupplier Portal

[Home](#)
[Logout](#)
[Preferences](#)

[Home](#)
[Finance](#)

[Create Invoices](#)
[View Invoices](#)

Details
Legal Information
Review and Submit

Create Invoice: Details

Cancel
Step 1 of 3
Next

Dealership Information

* Name
John and Jane Smith Auto Center

* Remit To
John and Jane S

* Remit To Bank Account
1234

Invoice

* Invoice Number
JJS07170901

* Invoice Date
17-Jul-2009

* Currency
USD

Invoice Description

* Sale Date
31-Jul-2009

* Disposal Status
CRUSH / SHRED FACILITY

* Disposal Facility ID
NM123

* Disposal Facility Contact Info
Samson's Auto Crusher Service

* Purchaser Full Name
Wayne, John

* Purchaser Full Address
10 Chism Trail Oklahoma City, OK 70009

* Purchaser State ID Number
OK897564231

Co-Owner Purchaser State ID Number

* Sales Type
PURCHASED

Attachment
None
Add

* Amount
4500.00

* Trade-In VIN
919191919191919

* Trade-In Vehicle Category
P

* Trade-In Vehicle Description
FORD | MUSTANG | 1985 | 5.0L 8CYL Auto(L4) RWD | 18MPG

* Trade-In Title State
OK

* Trade-In Registration State
OK

* Trade-In Registration Start Date
03-Nov-2008

* Trade-In Registration Expiration Date
03-Nov-2009

Trade-In Insurance Start Date
03-Nov-2008

Trade-In Flagged Date
02-Sep-2009

* Trade-In Odometer Reading
300000

* New Vehicle VIN
282828282828282

* New Vehicle Category
P

* New Vehicle Description
TOYOTA | HIGHLANDER HYBRID 4WD | 2009 | 3.3L 6CYL HEV Auto(AV) 4WD | 26

* New Vehicle Base MSRP
28000.00

Cancel
Step 1 of 3
Next

[Privacy Statement](#)

[Home](#)
[Finance](#)
[Home](#)
[Logout](#)
[Preferences](#)

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15. After updating your invoice, select (B) Next and the Legal Information screen will appear.

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Completing an Invoice
Effective 07/21/09

Page 19 of 27

NAV0002Z.DOC
Rev 1

Cancel Save Back Step 2 of 3 Next Submit

Legal Information

WARNING

This is a legal document that contains certifications under penalty of law. There are significant civil and criminal penalties for submitting false information. Please read each certification and ensure that the information that you are certifying by signing this document is based on personal knowledge and is, to the best of your knowledge and belief, true, accurate, and complete.

The person submitting this transaction as "Dealer" does so with personal knowledge and certifies under penalty of law that:
Registration in the CARS Program

- The dealer has been approved as a registered dealer under the CARS program.
- The dealer has a currently active business license under State law to operate a new automobile dealership.
- The dealer has a currently active franchise agreement with an original equipment manufacturer to sell new automobiles.

Purchaser and Trade-In Vehicle Eligibility for the CARS Program

- I have verified the identity of the person signing this document under "Purchaser" (hereinafter simply "Purchaser").
- I have verified that the trade-in vehicle is in drivable condition, and I or an employee under my direction or supervision has operated the trade-in vehicle to confirm that the trade-in vehicle is in drivable condition.
- I have verified that the trade-in vehicle has been continuously insured for a period of not less than one (1) year prior to the date of this transaction.
- I have verified that the Purchaser has been the registered owner of the trade-in vehicle continuously for a period of not less than one (1) year prior to the date of this transaction.
- I have observed the trade-in vehicle's date of manufacture (both month and year) as it appears on the trade-in vehicle's safety standard certification label, and have verified that the trade-in vehicle was manufactured less than 25 years before the date of the trade-in.
- I have verified that the trade-in vehicle's fuel economy is eligible for the CARS program.

New Vehicle Eligibility for the CARS Program

- The new vehicle is being purchased or, in the case of a lease, leased for a period of not less than five (5) years.
- I have verified that the CARS program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable) corresponds to the difference between the trade-in vehicle's fuel economy and the new vehicle's fuel economy under the requirements of the CARS program.
- The new vehicle has a base manufacturer's suggested retail price (MSRP) as shown on the Monroney label affixed to the new vehicle of \$45,000 or less (exclusive of any accessories, optional equipment, taxes or destination charges).

Transaction Conforms to the Requirements of the CARS Program

- I have reduced the price of the new vehicle that is being purchased or leased by the CARS Program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable).
- I have disclosed to the Purchaser the best estimate of the scrappage value of the trade-in vehicle.
- I have retained no more than \$50.00 of the scrappage value as payment for any of the dealer's administrative costs in connection with this CARS transaction.
- I have not charged the Purchaser any additional fees for participating in the CARS program in this transaction.
- I have applied the credit under the CARS program in addition to any other rebate or discount advertised by the dealer or offered by the manufacturer for the new vehicle, and have not used the CARS program credit to offset any such other rebate or discount.
- I have not reduced the value of the CARS program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable) by any other available Federal, State, or local incentive or a State-issued voucher for the purchase or lease of a new fuel efficient automobile.

Disposal of the Trade-in Vehicle

- The trade-in vehicle has not been, and will not be, sold, leased, exchanged or other disposed of for use as an automobile in the United States or in any other country.
- I have either: (a) rendered the engine block of the trade-in vehicle inoperable under the procedures of the CARS Program prior to further transfer of the trade-in vehicle; or, (b) this transaction occurred prior to July 24, 2009, and I have submitted to NHTSA the necessary proof as attachments under Miscellaneous Documents that the engine block has been crushed or shredded.
- I have transferred or will transfer the trade-in vehicle, including the engine block, to either: (a) a CARS program participating disposal facility that will crush or shred the trade-in vehicle; or, (b) to a participating salvage auction that will transfer the vehicle to such a disposal facility.
- I have provided the disposal facility and/or salvage auction information and written notice that it is responsible for the removal and appropriate disposition of refrigerants, antifreeze, lead products, mercury switches, and such other toxic or hazardous vehicle components prior to the crushing or shredding of an eligible trade-in vehicle, in accordance with all applicable Federal and State requirements.

I certify under penalty of law that:

- I have authority to execute this document,
- I have read each of the foregoing certifications,
- I understand that payment of the CARS program credit amount is conditioned on compliance with these certifications,
- This document, and all attachments, were either prepared by me or prepared under my direction or supervision,
- The information set forth in this document, and all attachments, is based on personal knowledge and is, to the best of my knowledge and belief, true, accurate, and complete,
- I am aware that there are significant penalties for submitting false information, including the possibility of civil penalties under the CARS program, suspension or revocation of continued participation in the CARS program, as well as fines and/or imprisonment.

Privacy Act Statement

This notice is provided pursuant to the Privacy Act of 1974, 5 USC § 552a. This information is solicited under the authority of Public Law 111-32, 123 Stat. 1859. Furnishing the information is voluntary, but failure to provide all or part of the information may result in disapproval of your request for a credit on this purchase or lease transaction under the CARS Program. The principal purposes for collecting the information are to determine if purchase or lease transactions are eligible for credits under the CARS Program, to ensure proper disposal of trade-in vehicles, to prevent, identify and penalize fraud in connection with the Program, and to update an existing government database of Vehicle Identification Numbers. If you complete the optional survey, the survey information will be used to report to Congress on the Program. Other routine uses are published in the Federal Register at 65 F.R. 19476 (April 11, 2000), available at: www.dot.gov/privacy.

[Return to Invoices](#)

Cancel Save Back Step 2 of 3 Next Submit

16. Select (B) Next to accept the legal information.

CARS iSupplier Portal Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Details Legal Information **Review and Submit**

Create Invoice: Review and Submit

Cancel Save Back Step 3 of 3 Submit

Dealer

- * Dealer: John and Jane Smith Auto Center
- * Remit To: John and Jane S
- Remit To Bank Account: 1234

Invoice

- * Invoice Number: JJS07170901
- * Invoice Date: 17-Jul-2009
- * Currency: USD
- Invoice Description:
- Sale Date: 31-Jul-2009
- Disposal Status: CRUSH / SHRED
- FACILITY: Crush/Shred Facility
- Disposal Facility ID: NM123
- Disposal Facility Contact Info: Samson's Auto Crusher Service
- Purchaser Full Name: Wayne, John
- Purchaser Full Address: 10 Chism Trail, Oklahoma City, OK 70009
- Purchaser State ID Number: OK897564231
- Co-Owner Purchaser State ID Number:
- Sales Type: PURCHASED
- Attachment: [Attachment List](#)

Items

	Amount
Trade-In VIN: 919191919191919	-4500.00
Trade-In Vehicle Category: P	
Trade-In Vehicle Description: FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG	
Trade-In Title State: OK	
Trade-In Registration State: OK	
Trade-In Registration Start Date: 03-Nov-2008	
Trade-In Registration Expiration Date: 03-Nov-2009	
Trade-In Insurance Start Date: 03-Nov-2008	
Trade-In Flagged Date: 02-Sep-2009	
Trade-In Odometer Reading: 300000	
New Vehicle VIN: 282828282828282	
New Vehicle Category: P	
New Vehicle Description: TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26MPG	
New Vehicle Base MSRP: 28000.00	

Invoice Request Summary

Items	-4500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	-4500.00

Cancel Save Back Step 3 of 3 Submit

Home Finance Home Logout Preferences Help

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17. Review your invoice. If it is complete, select (B) Submit.

Note: You will receive a "Confirmation" response that will appear at the top of your invoice.

Create Invoice: Review and Submit																															
<div> <div> Dealer </div> <div> <div>* Dealer</div> <div>John and Jane Smith Auto Center</div> <div>* Remit To</div> <div>John and Jane S</div> <div>Address</div> <div>Remit To Bank Account</div> <div>1234</div> </div> </div>																															
<div> <div> Invoice </div> <div> <div>* Invoice Number</div> <div>JJS07170901</div> <div>* Invoice Date</div> <div>17-Jul-2009</div> <div>Invoice Type</div> <div>Standard Invoice Request</div> <div>* Currency</div> <div>USD</div> <div>Invoice Description</div> <div></div> </div> </div>																															
<div> <div> <div>Sale Date</div> <div>31-Jul-2009</div> </div> <div> <div>Disposal Status</div> <div>CRUSH / SHRED</div> </div> <div> <div>FACILITY</div> <div>Crush/Shred Facility</div> </div> <div> <div>Disposal Facility ID</div> <div>NM123</div> </div> <div> <div>Disposal Facility Contact Info</div> <div>Samson's Auto Crusher Service</div> </div> <div> <div>Purchaser Full Name</div> <div>Wayne, John</div> </div> <div> <div>Purchaser Full Address</div> <div>10 Chism Trail Oklahoma City, OK 70009</div> </div> <div> <div>Purchaser State ID Number</div> <div>OK997564231</div> </div> <div> <div>Co-Owner Purchaser State ID Number</div> <div></div> </div> <div> <div>Sales Type</div> <div>PURCHASED</div> </div> <div> <div>Attachment</div> <div>Attachment List</div> </div> </div>																															
<div> <div> Items </div> <table> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Trade-in VIN</td> <td>919191919191919</td> </tr> <tr> <td>Trade-in Vehicle Category</td> <td>P</td> </tr> <tr> <td>Trade-in Vehicle Description</td> <td>PASSENGER FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG</td> </tr> <tr> <td>Trade-In Title State</td> <td>OK</td> </tr> <tr> <td>Trade-In Registration State</td> <td>OK</td> </tr> <tr> <td>Trade-In Registration Start Date</td> <td>03-Nov-2008</td> </tr> <tr> <td>Trade-In Registration Expiration Date</td> <td>03-Nov-2009</td> </tr> <tr> <td>Trade-In Insurance Start Date</td> <td>03-Nov-2008</td> </tr> <tr> <td>Trade-In Flagged Date</td> <td>02-Sep-2009</td> </tr> <tr> <td>Trade-In Odometer Reading</td> <td>300000</td> </tr> <tr> <td>New Vehicle VIN</td> <td>282828282828282</td> </tr> <tr> <td>New Vehicle Category</td> <td>P</td> </tr> <tr> <td>New Vehicle Description</td> <td>PASSENGER TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26MPG TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26MPG</td> </tr> <tr> <td>New Vehicle Base MSRP</td> <td>28000.00</td> </tr> </tbody> </table> </div>			Amount	Trade-in VIN	919191919191919	Trade-in Vehicle Category	P	Trade-in Vehicle Description	PASSENGER FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG	Trade-In Title State	OK	Trade-In Registration State	OK	Trade-In Registration Start Date	03-Nov-2008	Trade-In Registration Expiration Date	03-Nov-2009	Trade-In Insurance Start Date	03-Nov-2008	Trade-In Flagged Date	02-Sep-2009	Trade-In Odometer Reading	300000	New Vehicle VIN	282828282828282	New Vehicle Category	P	New Vehicle Description	PASSENGER TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26MPG TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26MPG	New Vehicle Base MSRP	28000.00
	Amount																														
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New Vehicle Base MSRP	28000.00																														
<div> <div> Invoice Request Summary </div> <table> <tbody> <tr> <td>Items</td> <td>4500.00</td> </tr> <tr> <td>Less Retainage</td> <td>0.00</td> </tr> <tr> <td>Freight</td> <td>0.00</td> </tr> <tr> <td>Miscellaneous</td> <td>0.00</td> </tr> <tr> <td>Tax</td> <td>0.00</td> </tr> <tr> <td>Total (USD)</td> <td>4500.00</td> </tr> </tbody> </table> </div>		Items	4500.00	Less Retainage	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Total (USD)	4500.00																		
Items	4500.00																														
Less Retainage	0.00																														
Freight	0.00																														
Miscellaneous	0.00																														
Tax	0.00																														
Total (USD)	4500.00																														

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- Close your printable document screen and your Submitted Invoice Confirmation screen will appear.

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[Home](#)
[Finance](#)

[Create Invoices](#)
[View Invoices](#)

Details

Legal Information

Review and Submit

Confirmation

Invoice JJS07170901 was submitted to our Cars Allowance Rebate System (CARS) on 17-Jul-2009. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page. If the invoice is rejected you will get an email of the same with the rejection reason. You can resubmit the invoice with requested information after login into the application from the email.

Invoice: JJS07170901

[Printable Page](#)
[Create Another](#)

Dealer

* Dealer: John and Jane Smith Auto Center

* Remit To: John and Jane S

Address

Remit To Bank Account: 1234

Invoice

* Invoice Number: JJS07170901

* Invoice Date: 17-Jul-2009

* Currency: USD

Invoice Description

Sale Date: 31-Jul-2009

Disposal Status: CRUSH / SHRED

FACILITY

Crush/Shred Facility

Disposal Facility ID: NM123

Disposal Facility Contact Info: Samson's Auto Crusher Service

Purchaser Full Name: Wayne, John

Purchaser Full Address: 10 Chism Trail, Oklahoma City, OK 70009

Purchaser State ID Number: OK897564231

Co-Owner Purchaser State ID Number

Sales Type: PURCHASED

Purchased

Attachment: [Attachment List](#)

Items

	Amount
Trade-In VIN: 91919191919191919	-4500.00
Trade-In Vehicle Category: P	
Trade-In Vehicle Description: FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG	
Trade-In Title State: OK	
Trade-In Registration State: OK	
Trade-In Registration Start Date: 03-Nov-2008	
Trade-In Registration Expiration Date: 03-Nov-2009	
Trade-In Insurance Start Date: 03-Nov-2008	
Trade-In Flagged Date: 02-Sep-2009	
Trade-In Odometer Reading: 300000	
New Vehicle VIN: 282828282828282	
New Vehicle Category: P	
New Vehicle Description: TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26MPG	
New Vehicle Base MSRP: 28000.00	

Invoice Request Summary

Items	4500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	4500.00
Less Advances and Financing	0.00
Total (USD)	4500.00

[Return to Invoices](#)

[Printable Page](#)
[Create Another](#)

20. You may create a new invoice at this time by selecting (B) Create Another. Or, to monitor your invoice status, return to the View Invoice screen by selecting the link Return to Invoices. The Return to Invoices link appears at the lower left of your invoice screen.

21. Monitor your invoice status by returning to the Invoice View page.

CARS iSupplier Portal Home Logout Preferences Help

Home **Finance**

Create Invoices **View Invoices**

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From To

Amount Due From To

Invoice Date From To

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
No search conducted.						

Home Finance Home Logout Preferences Help

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22. Select (B) Go to see the status of all of your invoices.

CARS iSupplier Portal Home Logout Preferences Help

Home **Finance**

Create Invoices **View Invoices**

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From To

Amount Due From To

Invoice Date From To

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
JJS07170901	17-Jul-2009	Standard Invoice Request	USD	4500.00		Under Review
JJS03	16-Jul-2009	Standard Invoice Request	USD	4500.00		
JJS02	16-Jul-2009	Standard Invoice Request	USD	4500.00		Under Review

Home Finance Home Logout Preferences Help

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*Note: Your invoice number JJS07170901 is in status of **Under Review**.*

The following is the Invoice Status list and a description of each

- **Under Review** - Invoice has been submitted but not yet approved for payment
- **Ready for Payment** - Invoice has been approved for payment (there are two levels of approval, your invoice must pass both levels).
- **Rejected** - Invoice status will show rejected if Level 1 or Level 2 Reviewer rejects the invoice (you will also receive an email rejection notice).
- **Paid** - The Department of Treasury has sent confirmation to the Department of Transportation the payment has been sent to your bank account.

The following is an example of a Ready for Payment status:

CARS
iSupplier Portal

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[Home](#)
[Finance](#)

[Create Invoices](#)
[View Invoices](#)

View Invoices

Export

Simple Search

Advanced Search

Invoice Number

Invoice Amount From

To

Amount Due From

To

Invoice Date From

To

Go

Clear

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
IIS07170901	17-Jul-2009	Standard	USD	4500.00		Ready for Payment
IIS03	16-Jul-2009	Standard Invoice Request	USD	4500.00		
IIS02	16-Jul-2009	Standard Invoice Request	USD	4500.00		Under Review

Export

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Receiving a Rejection Notice

If you submit an invoice with erroneous or incomplete information and/or incomplete documentation attached, the invoice will be rejected and you will receive all of the following:

- An emailed rejection message
- A rejection notification on your CARS Invoice HomePage
- Your invoice status will show "rejected" on your Invoice Status list. The following are examples of these messages.

Note: The exception to incomplete documentation is the Certification of Destruction.

Emailed rejection notice:

To

IIS@DOMAIN.COM

Sent

10-JUL-09 14:41:08

ID

1136

Your invoice (H001-06) has been rejected for the following reason: This invoice has no supporting documentation. Please attach appropriate documentation and resubmit.

Please sign-in to the application to view and resubmit the invoice after making the needed corrections.

If you have any further questions or require additional information, please visit www.CARS.gov website.

Notification Details.html

Thank you

Note: To see the Notification Details, select the Notification Details.Html link.

CARS Invoice HomePage notification:

ORACLE Diagnostics Home Logout Preferences Help Personalize Page

Information
 This notification has been closed and did not require a response.

Your Voucher (HI001-06) has been Rejected, Please see the rejection reason.

To: **JJS@DOMAIN.COM**
 Sent: **10-Jul-2009 14:41:08**
 Closed: **10-Jul-2009 14:42:05**
 ID: **3136**

Responder
 Your invoice (HI001-06) has been rejected for the following reason: This invoice has no supporting documentation. Please attach appropriate documentation and resubmit invoice.
 Please sign-in to the application to view and resubmit the invoice after making the needed corrections.

If you have any further questions or require additional information, please visit www.CARS.gov website.

Thank you.

[Return to Worklist](#)

Diagnostics Home Logout Preferences Help Personalize Page

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Rejected invoices listed on your Invoice status list:

CARS iSupplier Portal Home Logout Preferences Help

Home **Finance**

Create Invoices **View Invoices**

View Invoices Export

Simple Search Advanced Search

Invoice Number
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
1504180901	18-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
1507170901	17-Jul-2009	Standard	USD	4500.00		Ready for Payment
1503	16-Jul-2009	Standard Invoice Request	USD	4500.00		Under Review
1502	16-Jul-2009	Standard Invoice Request	USD	4500.00		Under Review

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Note: To see the details of a rejected invoice, select the invoice number.

Make all necessary corrections to your invoice and attach all supporting documentation. Then, you may resubmit your invoice.

Return to [Completing a CARS Rebate Application \[PRO0001A\]](#).

Searching for an Invoice

Distribution

Car Dealer

Related Procedures

Completing a CARS Rebate Application [PRO0001A]

Ownership

The Department of Transportation Enterprise Services Center is responsible for ensuring that this document is necessary and that it reflects actual practice.

Searching for an Invoice

To Search for an Invoice:

There are two ways to search for an invoice; one uses the Create Invoices screen and the second uses the View Invoices screen.

Use the Create Invoices screen if you would like to perform an action such as canceling a saved or submitted invoice, updating a saved invoice or viewing the attachments of an invoice.

Use the View Invoices screen to find the status of a submitted invoice. Invoices can also be opened and attachments viewed using this method.

If you need to complete a new invoice, stop and complete [Completing an Invoice \[NAV0002Z\]](#)

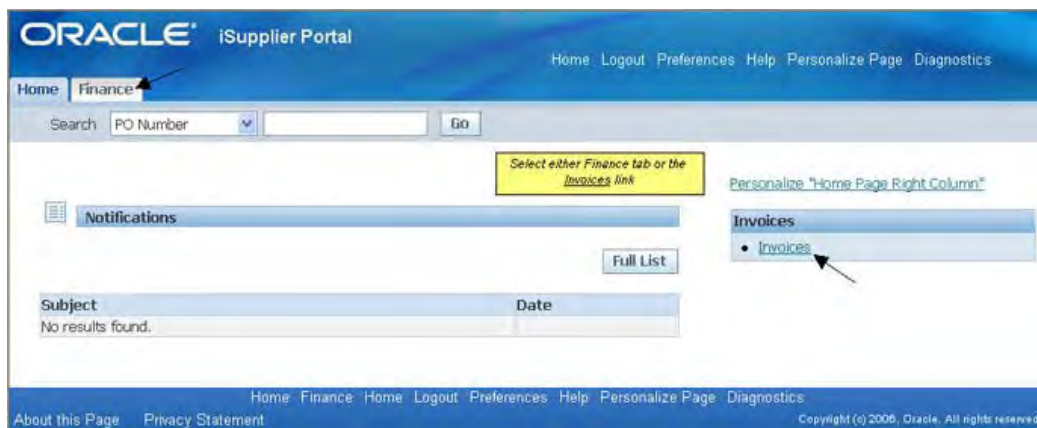
1. Log in to CARS using the CARS URL sent to you in your Confirmation of Registration email.

If you have not registered with CARS, stop and complete [Completing CARS Registration \[NAV0001Z\]](#)

CARS URL Link

N → Link to CARS → CARS Log in

Oracle iSupplier Portal



2. Select the Finance tab on the left side of the page or the Invoices link on the right side of the page.

Searching for an Invoice Using the Create Invoices Screen

3. Verify that you are on the Create Invoices screen.

Note: The search results that are returned by doing a Create Invoice page search, allows you to open and edit a saved or rejected invoice.

Note: Use the grid below to fill the fields in the Search area only.

iSUPPLIER PORTAL		
Finance Tab		
Create Invoices Screen		
Search Area		
Field Name	Comments	Required?
Supplier	Supplier name will default into field	NA
Invoice Number	To search for a particular invoice, enter the number of the invoice. Alternately, you may search using part of the invoice number with a percent symbol "%", e.g. %HI%.	No
Invoice Amount	To search for an invoice by the invoice amount, enter the amount.	No
Invoice Date From	To search for a group of invoices in a date range: 1. Select the Calendar icon to the right of the field. 2. Select the Start of Search Invoice Date on the Calendar screen that appears	No
Invoice To Date	To search for a group of invoices in a date range: 1. Select the Calendar icon to the right of the field. 2. Select the End of Search Invoice Date on the Calendar screen that appears	No
Currency	Enter US Dollar.	No

4. Fill in the fields to search for a single invoice or group of invoices meeting a certain criteria. Or, if you would like to see all of your invoices leave the fields blank.
5. Select (B) Go.

ORACLE® iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Home Finance

Create Invoices View Invoices

Invoice Actions

Create Invoice Without a PO Go

Search

Note that the search is case insensitive

Dealer **John and Jane Smith Auto Center-Ford-73169**

Invoice Number

Invoice Date From (example: 25-Jun-2009)

Go Clear

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update	View Attachments
HI001-03	10-Jul-2009	USD	4500.00			
HI001-05	10-Jul-2009	USD	4500.00			
HI001-06	10-Jul-2009	USD	4500.00			
HI001-02	09-Jul-2009	USD	4500.00			
HI001-04	10-Jul-2009	USD	4500.00			
HI001-08	11-Jul-2009	USD	4500.00			








Create Invoice Without a PO Go


Home Finance Home Logout Preferences Help Personalize Page Diagnostics

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Note: The following is a list of icons and their meanings that you may see on your search response page:

-  Add Attachment Use this icon to add an attachment to invoice
-  View Attachments Use this icon to view invoice attachments
-  Disabled Cancel Invoice is no longer available to cancel
-  Enabled Cancel Use this icon to cancel an invoice
-  Disabled Edit Invoice is no longer available for edit
-  Enabled Edit Use this icon to edit your saved invoice
-  Delete Attachment Use this icon in the Attachment List view to delete an attachment.

Note: After selecting the  icon, a list of the invoice attachments will appear similar to the one below.

ORACLE iSupplier Portal

Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Finance: Create Invoices >

Attachments

Search

Note that the search is case insensitive

Title Go

Show More Search Options

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
11 Salvage Certificate	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
10 Consumer Survey	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
9 Manufacturer Certificate of Origin or (Statement of Origin)	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
8 Sales Summary Sheet	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
7 Buyers Certifications	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
5 Purchaser State ID or (Drivers License)	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
4 Trade-In Registration	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
3 Trade-In Proof of Insurance	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
2 Trade-In Title BACK Page	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		
1 Trade-In Title FRONT Page	File		From Supplier	JJS@DOMAIN.COM	14-Jul-2009	One-Time		

Add Attachment

[Return to Create Invoice: Details](#)

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Searching for an Invoice Using the View Invoices Screen

- In the Finance tab screen, select View Invoices.

Note: The search results found on the View Invoices page allows you to see invoice status and to see invoice details by selecting the invoice number.

The following is the Invoice Status list and a description of each:

Under Review	Invoice has been submitted but not yet approved for payment
Ready For Payment	Invoice has been approved for payment (there are two levels of approval, your invoice must pass both levels).
Rejected	Invoice status will show rejected if Level 1 or Level 2 Reviewer rejects the invoice (you will receive and email rejection notice).
Paid	The Department of Treasury has sent confirmation to the Department of Transportation that the payment has been sent to your bank account.

View Invoices screen:

Note: Use the information below to fill the fields in the Search area.

iSUPPLIER PORTAL		
Finance Tab		
View Invoices Screen		
Search Area		
Field Name	Comments	Required?
Supplier	Supplier name will default into field	NA
Invoice Number	To search for a particular invoice, enter the number of the invoice. Alternately, you may search using part of the invoice number with a percent symbol "%", e.g. %HI%.	No
Invoice Amount From	To search for an invoice by the invoice amount, enter the range beginning amount.	No
To	To search for an invoice by the invoice amount, enter the range ending amount.	
Amount Due From		
To		
Invoice Date From	To search for a group of invoices in a date range: 1. Select the Calendar icon to the right of the field. 2. Select the Start of Search Invoice Date on the Calendar screen that appears	No
To	To search for a group of invoices in a date range: 1. Select the Calendar icon to the right of the field. 2. Select the End of Search Invoice Date on the Calendar screen that appears	No
Invoice Status	To search for invoices of a particular	No

	status, select the status from the dropdown list.	
--	---	--

7. Fill in the fields to search for a single invoice or group of invoices meeting a certain criteria. Or, if you would like to see all of your invoices leave the fields blank.
8. Select (B) Go.

Example of a limited search (all invoices in a certain date range):

CARS iSupplier Portal Home Logout Preferences Help

Home Finance Create Invoices View Invoices

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From To

Amount Due From To

Invoice Date From 17-Jul-2009 To 19-Jul-2009 Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
No search conducted.						

Export

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Example of Limited Search results:

CARS iSupplier Portal Home Logout Preferences Help

Home Finance Create Invoices View Invoices

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From To

Amount Due From To

Invoice Date From To Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
J504180901	18-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
J507170901	17-Jul-2009	Standard	USD	4500.00		Ready for Payment

Export

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Example of specific invoice search:

CARS iSupplier Portal Home Logout Preferences Help

Home Finance Create Invoices View Invoices

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From To

Amount Due From To

Invoice Date From To

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
No search conducted.						

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Example of specific search results:

CARS iSupplier Portal Home Logout Preferences Help

Home Finance Create Invoices View Invoices

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From To

Amount Due From To

Invoice Date From To

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
JJS07170901	17-Jul-2009	Standard	USD	4500.00		Ready for Payment

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Example of an open search:

Note: To return a list of all of your invoices, leave all fields blank and select (B) Go.

CARS iSupplier Portal Home Logout Preferences Help

Home Finance **Create Invoices View Invoices**

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From To

Amount Due From To

Invoice Date From To

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
No search conducted.						

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Example of open search results: (All of your invoices are returned.)

CARS iSupplier Portal Home Logout Preferences Help

Home Finance **Create Invoices View Invoices**

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From To

Amount Due From To

Invoice Date From To

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
US04180901	18-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
US07170901	17-Jul-2009	Standard	USD	4500.00		Ready for Payment
US03	16-Jul-2009	Standard Invoice Request	USD	4500.00		
US02	16-Jul-2009	Standard Invoice Request	USD	4500.00		Under Review

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Note: Search results may be exported to an Excel spreadsheet by selecting (B) Export.

Return to Completing a CARS Rebate Application [PRO0001A].